



CLEAR FALLS HIGH SCHOOL
KNIGHTS GUARD
STUDENT / PARENT HANDBOOK
2022-2023

Contents	Page #
<u>Clear Falls Knights Band Mission Statement</u>	3
Part I: Communication with the Directors	4
Contact Information	
Director Responsibilities	
Part II: Entrance and Performance Ensembles	5
Marching Band	
Concert Ensembles	
Color Guard	
Jazz Band	
Part III: Universal Expectations	6
Goals and Objectives	
Conduct	
Band Hall Policies	
Travel Guidelines/Overnight Trips	
Fundraising	
Band Fees	
Private Lesson Program/Drivers Education	
Part IV: General Information	12
Daily Supplies	
School Owned/Issued Instruments	
Personally Owned Equipment	
Uniform Guidelines	
Part V: Marching Season	17
Rehearsal Schedule	
Attendance Guidelines	
Field Positions	
Attendance	
Student Leaders	
Performance Day Procedures	
Part VI: Concert Season	24
Ensemble Requirements	
Rehearsal Schedule	
Attendance Guidelines	
Performance Expectations	
Region Band	
Solo and Ensemble	
Spring Trip	
Part VII: Grading Policies	30
Music Performance Standards	
Scale Performance Standards	
Part VIII: Eligibility	33
Part IX: Letter Jacket Requirements	34
Part X: Band Social Events/Calendars/Boosters	35
<u>FULL YEAR PERFORMANCE CALENDAR</u>	38
Handbook Signature Form	40

Clear Falls Knights Band Mission Statement

Greetings!

Music education in the Clear Falls High School Band program provides students the opportunity to participate in a subject that develops all sides of student's personality including the intellect, physical, emotional, psychological, and social, as well as teaches the appreciation of music as an art form.

We strive to engage students in a group activity that teaches them to utilize their free time constructively, creates a sense of cultural/aesthetic awareness, and instills proper values among which are; responsibility, purpose, devotion to duty, spirit of cooperation, and sensitivity to beauty. It also develops proper work habits through the academic self-discipline of the curriculum, a daily practice routine, self-expression, and intelligent listening skills that foster greater communication.

The purpose of this handbook is to provide each member of the Knights Guard a comprehensive overview of the rules, regulations, guidelines and procedures that will help students gain the most from their music education experience.

Our mission, as a band/guard, is to bond as a strong and diverse family, effectively utilizing the opportunities provided through music education to build and maintain a tradition of excellence and enjoyment through effective leadership, dedication and quality musical performances.

-The Knights Band Team-

Part I: Communication with the Directors

An open line of communication between the directors and both parents and students is a necessary component for any successful program. As a staff, we understand your time is very valuable and that you may have questions or concerns that need immediate attention. We do ask that you extend us the courtesy of scheduling a time to visit either by phone or through e-mail and schedule a conference **at least 24 hours in advance**. Spontaneous parent conferences may not be accommodated. If you are unable to reach us directly and need to leave a message, please provide your contact information and our goal will be to respond to every correspondence in a timely manner.

Contact Information

<ul style="list-style-type: none"> • Mr. Moreno <ul style="list-style-type: none"> ○ Phone: 281-284-1191 ○ E-mail: brmoreno@ccisd.net 	<ul style="list-style-type: none"> • Ms. Muckleroy <ul style="list-style-type: none"> ○ Phone: 281-284-1193 ○ E-mail: smuckleroy@ccisd.net
<ul style="list-style-type: none"> • Mr. Valdez <ul style="list-style-type: none"> ○ Phone: 281-284-1192 ○ E-mail: nvaldez@ccisd.net 	<ul style="list-style-type: none"> • Ms. Holubec <ul style="list-style-type: none"> ○ Phone: 281-284-1191 ○ Email: zholubec134@gmail.com

Director Responsibilities

- Below you will find a list of each director's visible responsibilities to which we attend. Please refer to this chart in order to know which director to submit your questions.

<u>Mr. Moreno</u>	<u>Ms. Muckleroy</u>	<u>Mr. Valdez</u>	<u>Ms. Holubec</u>
Marching Band	Marching Band	Marching Band	Color Guard
Wind Ensemble	Symphonic Band	Concert Band	Winter Guard
Private Lessons	Inventory	Percussion	
Band Booster Club	Forms	Locker Assignments	
Spring Trip	Jazz Band	Uniforms	
Budget/Band Fees	Full Orchestra	Percussion Feeders Schools	

Part II: Entrance and Performance Ensembles

The Knights Guard is a visual ensemble involving an array of equipment, movement and skill designed to enhance the visual experience of the marching band. Performance opportunities include all football games, marching band contests, parades, as well as numerous events while competing in the Winter-guard Circuit during the spring. A physical education waiver is also awarded to members of the color guard. Membership in this class requires being in the 6th (Varsity) or 7th (JV) period class.

Entrance into the CFHS guard program is at the discretion of the band and guard directors. Guidelines for entrance include positive past participation in a guard program, successful audition, and other approvals sought from directors. The guard program is a full year commitment and consideration for removal must go through the band directors and administration before removal is considered. **All students must be enrolled in a guard class in order to participate, unless prior approval is sought by the directors.**

The Knights Guard Program is comprised of different designed level-based groups provide students with a well-rounded educational experience. The directors reserve the right to reassign students within each guard according to student standing and compliance to course requirements at the semester break.

Varsity Guard

- Considered the “premier performing guard” on our campus. Students in this guard will demonstrate and uphold the highest levels of dance, spin, conduct, attitude, rehearsal etiquette, and technique as performers under the guard medium. Placement per year is always at the discretion of the directors and will be monitored during the year. Inability to be in the varsity guard class will cause the performer to be a part of the JV guard at the director’s discretion.

Junior Varsity Guard (JV)

- Comprised of students who skills range from beginner-intermediate levels. This class serves as training to advance to the varsity guard and to give a competitive experience at a lower level than the varsity guard. Students are, generally, in the JV guard for the full year unless a need arises in the Varsity guard at semester. At the director’s discretion, there maybe a re-audition in the fall for students to possibly move to the Varsity class.

*In the event a varsity member cannot be in the Varsity class, they may get the opportunity to perform with the JV guard if they attend after school rehearsals at the director’s discretion, however attendance in the JV class will be necessary.

Part III: Universal Expectations

The following universal expectations will be in place throughout the year while participating in any activity associated with the Guard Program.

Goals and Objectives

- **Citizenship through Group Endeavors**
 - Students will be expected to demonstrate good citizenship through group endeavors with hopes of developing diligence, responsibility, the ability to cooperate with others, the ability to work as a team member and to gain a mutual respect for every member involved in the Knights Band/Guard Program.
- **Mental Discipline**
 - Students will be expected to develop a high-level of self and group mental discipline in order to maintain efficient rehearsals, memorize music and develop other techniques of preparation as they relate to group and individual performances.
- **Proper Equipment Care and Techniques**
 - Students will be expected to demonstrate proper equipment care, posture, and dance techniques, as well as proper body forms and shapes according to professional dance standards.
- **Cultural Growth**
 - Students will be provided opportunities to attain knowledge of music history through performance of various types of instrumental literature.
- **Creative Self-expression**
 - Each student will be provided the opportunity to express themselves in every performance experience.
- **Physical Conditioning**
 - Students will be expected to develop physical strength, stamina, endurance and coordination.
- **Rehearsal/Performance Attendance**
 - **Rehearsal referred in these guidelines apply to afterschool and during the guard class periods. Performances are the focus and will be the direct application of what is taught in rehearsals/class.**

Conduct

- Guard members will observe all policies set forth by the Clear Creek Independent School District, the Clear Falls High School Code of Conduct as well as the following:
 - Students will demonstrate proper rehearsal etiquette and frame of mind prior to and during rehearsals/performances. Any unfavorable behavior as perceived by the directors may result in the excusal from the activity at hand and, possibly, the guard program. This applies to the actions of students in both public/private events and includes social media posts. (per administration decision, the Knights Band facebook page is overseen by the directors)
 - Students will treat all property of others with the highest respect and care (music stands, walls, uniform etc.)
 - All students will refrain from food, drinks or snacks in the band areas of the school unless otherwise directed.
 - Students will always be expected to conduct themselves properly. (Display of affection, profanity, temper, foul language, flagrant violation of rules, etc., will not be tolerated. Individual behavior reflects the group. Students will be in their assigned rehearsal area, warming up and ready to work, at least five (5) minutes prior to the set rehearsal time. (This includes the class time and tardies/grades may be affected as well)
 - ***No cell phone usage during all guard rehearsals/performances unless usage is the director's instructions. All rehearsals are expected to be extremely quiet so that our time will be utilized wisely.***
 - Students will ask for permission to speak by raising their hand and waiting to be acknowledged.
 - When allowed in the band hall, either before or after school, students will not disturb any rehearsal(s) in progress.
 - Students will not handle equipment they do not own without permission from a director. Any damages that incur from an infraction, the owning student will be responsible for any damages made by the other student.
 - Due to the competitive level of the guard program, students will be expected to take their equipment, personal or school issued, home *daily for practice*. CCISD is not responsible for equipment left at school overnight.
 - Students MUST utilize the restrooms before or after rehearsals only. (This applies to class time as well) Please communicate any medical reasons to a director in advance.
 - The use of drugs, tobacco, or alcohol is strictly forbidden. This includes public and private events.
 - Dress code as define by CCISD and CFHS will be enforced. This includes policies regarding piercings. Appropriateness of dress during summer band and after school rehearsals will be handled at the discretion of the directors.
 - Students will not utilize director computers/phones/copiers without approval.
 - Hazing as defined by CFHS or CCISD will not be tolerated!!!
 -

Band Hall Policies

- The band hall is first and foremost a classroom on our campus. As such it must be treated as a classroom.
- Students will utilize their assigned storage locker/room for equipment. Storage bags of any kind should not be brought into rehearsals unless requested by a director. Lockers and guard room should always remain clean.
- Non-Guard/Band Students should not enter the band hall without permission from a director.
- Students should not enter the band office without permission.
- Equipment should remain in bags, zipped/latched correctly and stored in the guard room when not in use. Equipment picked up will be locked away and student consequences may be issued at the discretion of the directors.
- Lockers are to be kept clean and free from personal items. Marching attire may be kept in the locker if in a duffle bag or in a neatly stored manner. No food or drink is allowed in the locker. Any other items found in locker or on the floor will be discarded at the end of the day.
- Combination locks only are allowable for locker usage. The combination must be turned into Mr. Valdez before the lock maybe used on the locker. Key locks are not usable!
- Students will always keep up with their own equipment.
- Only equipment will be allowed to be stored in storage rooms/lockers.
- The band department will not be responsible for any items left in the band hall, lockers, etc.
- Each student will be responsible for their own locker. Failure to comply will be handled at the discretion of the band staff.
- No guard students are allowed in unsupervised areas.
- Food and drink may be allowed in the band hall at the discretion of the band directors. Failure to properly maintain band hall cleanliness may result in the loss of privilege to eat/drink in the band hall.
- Before and after school band hall usage will be limited to homework and/or practice. Any other band hall events/activities shall be done at the discretion of the directors.
- Equipment maintenance should be handled at the morning or after school time and not during rehearsal time unless instructed by a director.

Travel Guidelines

- Please understand that all performances and concerts start and conclude at the band hall. All students are required to travel with the guard program to all events. As a member of the guard, you are a representative of Clear Falls High School and while traveling, should always remain on your best behavior. Your conduct will be such so that it never casts a poor reflection on the school, the guard, your home, yourself or the community.
- Due to our extensive amount of travel, the following student expectations and conduct while on a bus, school or commercial, is mandatory.
 - Students will travel to and from events on the bus. Any student wishing to arrive or leave with his/her parent must notify a director via an Alternate Travel Permission Form *prior* to the event.
 - Students will have all necessary forms (including physicals) completed and returned to travel on any trip with the band.
 - Students will always show proper respect to all adults, bus drivers and chaperones associated with the band program. All our adult volunteers and chaperones sacrifice their time for your safety and provide help in numerous ways. They are a great asset to the band program and deserve your respect.
 - Any special accommodations for travel must be discussed and approved by the band staff in advance of the trip.
 - Students will be allowed to sign up for seating at the beginning of the marching season. Seats will not be changed once the list is set, unless there are issues that administrators need notification. Please choose your seat partner carefully.
 - While on the bus, students will:
 - Always remain seated.
 - Sit properly in a forward position keeping the aisles clear.
 - Sit in assigned seat.
 - Keep the bus clear of food, drinks, and debris.
 - Keep all body parts inside the bus.
 - Use only approved type of headsets.
 - Remain silent when addressed by the person in charge on the bus.
 - Refrain from loud, boisterous talking, screaming, whistling, etc.
 - Refrain from any public displays of affection.
 - Be silent when entering parking areas.
 - All the CCISD, CFHS and Knights Guard codes of conduct will always be enforced. All violations will be reported to campus administration. (see page 7)

Overnight Trips

The CFHS band may participate in events that require an overnight stay in other cities. (Spring Trip, State Marching Contest, etc.) For overnight trips chaperones and students must regard the following:

- The directors shall function as the designated administrator in charge for the activity when an administrator is not present. The directors will make all final decisions on the trip and all decisions must be adhered to by students and chaperones. Frequent meetings will be called by the directors that must be attended.
- All the CCISD, CFHS and Knights Band codes of conduct will always be enforced. All violations will be reported to campus administration or parents may be required to pick up student and take them home during the trip pending decision by administration.
- The use of tobacco, drugs, or alcohol is prohibited. Any illegal student activity may result in detention by the authorities, parents shall have responsibility for all intervention, counsel and transportation. Any illegal chaperone activity, then the chaperone will assume individual responsibility for counsel and transportation.
- All student medications must be checked in with the directors who will oversee safekeeping and dispensing.
- Malicious or willful damage/theft of property by a student may result in the student being returned to the district. Parents will be contacted and assume full responsibilities for damages, financial costs, transportation home and other associated costs.
- All luggage may be subject to search by District officials at any time if they have reasonable suspicion that the luggage or personal items contain contraband.
- CCISD, CFHS or the Knights Directors will not be responsible for students/chaperones personal belongings.
- Please report all accidents, violations, or poor decisions by anyone on the trip immediately to a director.
- In the event of extreme illness, parents may be required to pick up their student at their own expense. This decision will be at the discretion of the director for the student's safety and the health of the other students on the trip.

Guard Fees

The Clear Falls Knights Guard program operates fiscally out of the Visual/Performing Arts Budgets, the school Activity Account and the Band Booster Funds.

In order to facilitate the best band/guard experiences possible we do charge each student a "Fair-Share" fee at the beginning of the marching season and for the winter season. The amount of the "Fair-Share" is determined by the band directors based on the foreseen needs for the year beginning in summer band camp to the last day of school.

The students of the band and guard will also need to order their equipment for the year as well. The equipment will be paid for by the students but ordered through the band boosters at the beginning of the year.

All fees will be collected by the Clear Falls Band Boosters (Fair-Share and Equipment) and all equipment will be ordered through them as well. The initial fees will be initially due at the Band Equipment Day on 7/23/22. Additional fund-raising and a Winter Guard fee payment will be utilized during the fall semester.

In the event the full equipment/fair share fee cannot be paid, there will be options available to pay off the total during the year. Any extenuating circumstances must be communicated to Mr. Moreno in a timely fashion. The amount of the Fair-Share fees will be kept to a reasonable amount depending on the student's fundraising efforts and goals set by the directors. (Please see the section entitled "Fundraising") Any fees that are not collected by 12/1/22, must be communicated to Mr. Moreno. After time of trying to collect fees without communication with Mr. Moreno, said fee will be turned into the bookkeeper for the student to be placed on the "Hold list" through the school.

The band program will not deny a student membership into the band program due to funds, but please communicate any concerns with Mr. Moreno as soon as possible. *

******Please note that no amount of the fair share fees will be refunded in the event a student exits the program******

Fundraising

To keep the Fair Share fee to a reasonable amount, the band/guard program will set a goal of raising a minimum of \$90,000 this year. We will participate in a donation generating campaign that will start in August and end in September and another beginning in March and end in April to meet these amounts. The band/guard fees are kept to a minimum at the beginning of the year, so every student is expected to participate in these efforts to meet the goals!

Driver's Education

High School is an exciting time where students may be able to gain their driver's license.

- Please seek classes offered at the latest time offered if possible.
- A rehearsal missed due to driver's education will be considered unexcused.
- The best times for completion of driver's education are in the months of June/early July or April. These will usually not conflict with guard rehearsals or performances.

Part IV: General Information

The following general information is essential for each student in order to have an effective and productive music education experience.

Required Daily Supplies

- Athletic Clothing to “Dress-out”
- Flag/Rife/Sabre/other (depending on needs)
- Flag Tape (electric tape color at discretion of director)
- Gloves

○

School-Issued Equipment

- All students will be issued a locker and a “cubby” located in the guard room. All personal belongings are always to be placed in the locker/cubby and closed by the students. All items must be taken home daily.
- The Clear Creek Independent School District will provide a limited number of equipment for student use.
- Due to their extremely high value, all school owned equipment will need to be handled with optimum care.

Personally Owned Equipment

- The band program, school or CCISD is not responsible for personally owned equipment. Any damage that might incur during rehearsals or any other time is the responsibility of the owner; therefore, it is highly recommended that students provide insurance coverage for their instrument.
- Although students are issued a locker, please remember that the storage areas are not secure. Again, we stress the importance of every instrument going home daily as CCISD is not responsible for instruments left at school overnight.

Uniform Guidelines

- **Issue, Return and Care**
 - Uniforms will be purchased by the student for the fall (marching) season funds are due by the last day of school of the previous school year. Winter uniforms will be purchased with a combination of fundraising and fees by the students. However, the uniforms purchased in the Winter will be the property of CCISD, **depending on how the purchases happen.**
 - Students will be given their uniform by the director after receiving from the company. Students must be in full uniform at least fifteen (15) minutes prior to inspection during marching/winter seasons.
 - Students will follow the posted pick-up/return procedures. Students who fail to follow these guidelines may receive director assigned discipline.
 - When returning the uniform, students will always safely and neatly store the uniform for future wear.

- Students will be required to pay for damaged articles at the discretion of the directors.
- **Donning the Uniform (Dress/Warm Up/Etc.)**
 - Students will always wear and treat their uniform with pride. The uniform should always be worn as a complete unit when in public unless otherwise instructed by a director.
 - Students will reduce the “visible” jewelry (including facial jewelry), bright-colored hair ribbons or nail polish, bracelets or wristbands, tattoos, etc., while in uniform. These items hinder the uniform appearance of the band. ***Condition of the piercing WILL NOT be an excuse for not following this rule.***
 - Students with long hair, both male and female, will need to put their hair up for the entire time while in uniform and not just for performances for the all contests/performances. Directors reserve the right to select a specific hair style to be uniform for all involved.
 - Students will refrain from wearing unnatural hair-color treatment while in uniform.
 - The consumption of food or drinks while in uniform will not be tolerated without permission from a director.
 - Uniform alterations will be organized through the CFHS Band Boosters and guard directors. Students or parents may NOT make any alterations to their assigned uniform without prior approval from the Directors.
 - ***Students will refrain from cell phone usage while in performance. Cell phones may be taken up by a director and talk with a parent before phone is returned. Failure to comply will be failure to follow director instructions and may result in suspension from future performances.***
 - Students may purchase necessary items only with the guidance of the directors.

Part V: Fall Guard Season

The Clear Falls High School Marching Band/Color Guard is the most visible organization of the instrumental music program. All members of our organization are expected to participate. Students who participate in school sponsored varsity level activities, such as cheerleading, drill team, football, etc. may be excused from participation at the discretion of the band staff. Students may also be excused for medical complications or physical disabilities. *Please note different solutions will be presented for varying situations. All exemptions will be at the discretion of the directors.* The following information is marching band specific:

Physicals

- All students must have a physical on file with the CCISD Athletic Department BEFORE they are able to participate with the marching band. Physicals are a way we can ensure the safety of your student during marching rehearsals in the fall season.

Water Breaks

- Water breaks will be given frequently outside marching rehearsal in accordance to State Guidelines (7-10 ounces every 10-20 minutes). The band will have about 1 minute to run to the sidelines to drink water from their CFHS water jug. Any student that does not have their water jug will not be allowed to rehearse with the CFHS band.

Rehearsal Schedule

- A monthly calendar will be handed out prior to the end of each month outlining our rehearsal schedule. The marching rehearsal schedule may change from week to week, depending on the day of the football game, progress of the band, weather, etc.

Field Positions

- **Varsity Marchers**
 - Students who earn a position in the competitive field production will carry the designation of primary marcher. A primary marcher is a student who:
 - Attended all prerequisite rehearsals/performances from the 2021-2022 school year. (Intermediate school included)
 - Demonstrates high quality dance/spin skills.
 - Is punctual for all report times, rehearsals and performances.
 - Is present at all rehearsals and performances.
 - Academic eligibility for grading periods during 2021-2022 school year.
 - Demonstrates a determined work ethic and good attitude.

- **JV Marchers**
 - Secondary marchers are students who may be given the opportunity to substitute with certain primary marchers. Secondary Marchers will march as an extension of the Varsity Marching spots during rehearsals and football games. Competitions will be required for the PE waiver; however, they will assist in moving equipment on and off the field for shows.

Attendance Guidelines

- Due to the participatory nature of guard, attendance is required for all rehearsals and performances. The quality of the Clear Falls Guard Program is directly proportional to consistent attendance. Absences hurt the individual student and the overall team goal. The following guidelines outline the attendance procedures and policies for the marching band: (All Summer Camps will be regarded as rehearsals) ***Please do not sign up for any school sponsored blood drives on the day or days immediately prior to rehearsals, games, or contests. (unexcused)***
- **Tardiness**
 - Attendance will be taken promptly at the beginning of rehearsal.
 - Students not in their correct spot at the appropriate time will be marked tardy.
 - Tutorials, appointments, homework, etc. will not be an excuse for tardiness unless prior arrangements are made and approved. Tardiness will be excused at the discretion of the directors.
 - Students who have more than one unexcused tardy shall be subject to one of the following consequences issued at the discretion of the directors:
 - 2nd tardy loss of marching privilege at the week's football game.
 - 3rd tardy loss of attendance at the week's football game.
 - Frequent tardies- consideration for removal of primary marching position or loss of physical education waiver.
- **Absences**
 - A tardy will be converted to an absence fifteen (10) minutes after the start of rehearsal.
 - ***If a student is present for more than half of the school day, they are expected to stay for all after-school rehearsals. If a student is absent for more than half the school day, they will be considered excused from rehearsals.***
 - With advance notice, absences may be excused at the discretion of the band directors. Tutorials, homework, appointments, work, driver's ed., notes/emails from parents etc. will **not** be an excuse for absence. Personal illness requiring medical attention, death in the family or other serious problems will be considered as an excused absence. Students who are continually ill will need to provide a doctor's note releasing them from participation in order to ensure the well-being of the student and to reduce director concerns. If in doubt, an absence should be checked with a director.

- Students who have an unexcused absence from a performance may be considered for removal from a competing guard class or from the guard program. (ex. Contests, Football games, Parent Performances, etc.)
- SAT/ACT will not be an excuse for absence for a primary marcher. Please see the following acceptable dates to avoid the competition season.

SAT:

- a. Test Date: August 27th, 2022 (Registration Deadline 7/29: Late Deadline 8/16)
- b. Test Date: October 1st, 2022 PLEASE DO NOT SIGN UP FOR THIS TEST!**
- c. Test Date: November 5th, 2022 (Registration Deadline 10/7: Late Deadline 10/25)
- d. Test Date: December 3rd, 2022 (Registration Deadline 11/3: Late Deadline 11/22)

ACT:

- a. Test Date: September 10th, 2022 (Registration Deadline 8/5: Late Deadline 8/19th)
- b. Test Date: December 10th, 2022 (Registration Deadline 11/4: Late Deadline 11/11th)
- Students who have unexcused absences from rehearsal(s) may be subject to one of the following consequences:
 - 1st absence in a week – loss of marching privilege for one game
 - 2nd absence in a week - loss of attendance privilege at one game.
 - 3rd absence or more in a week – Loss of marching spot as a primary marcher
 - Regular unexcused absences - Removal from the marching band. Loss of Physical Education Waiver.

*Please note, even upon removal from the marching band students are still responsible for the learning the show music and pass-offs.

Student Leadership Positions

- **Captain**
- **Lieutenant**

The Captain and Lieutenant positions are selected by the band directors through a leadership selection process that is determined by the directors every year. Their primary job is the performance level of the group and maintaining the professional standards of the program. (for more details, please see the CFHS Band/Guard Leadership Manual)

- **Social Officers (full year requirement)**

The Knights Band/Guard students will have students represent them for the entire course of the year. These positions are the band social officers. Social officers are chosen by a by the band directors or color guard at the close of the previous school year. Social offices include: President and Vice-President, Historian, Public Relations Office, and Color Guard Social

Officer and ***Freshman Representative***. The students are expected to remain in the band program for the entire year and fulfill their responsibilities for their office. These officers are responsible for group events, social events and overall morale of the band program. The social officers are also in charge of planning and preparing the end of the year band banquet. Beginning in January one member of the social officers may be required to attend the band booster meetings to plan for this event.

Performance Day Procedures

- All football games, pep rallies, parades and contests are viewed as major performances. Every aspect of each event, from arrival to dismissal, is considered part of the performance. Information for each performance will be disseminated to students via handouts, the Clear Falls Band Website, Charms and Skyward mass email and the remind app. ***The use of cell phones is prohibited during all performances.***
- Students will be expected to adhere to the following performance day procedures:
 - Students will arrive at the set report time. This will be the designated time at which all members should be at the high school or set location. Students should have on the required marching shoes prior to the report time.
 - Ten (10) minutes after arrival, students will be expected to be ready for a final rehearsal before departure.
 - The attendance guidelines and/or quality of performance at the run-through will determine a student's ability to perform on that given day at the director's discretion. The run through is also a test grade for that week. Directors reserve the right to pull a student from the performance if the level of performance does not meet the standards to perform and may have an adverse effect on the student's grade.
 - Upon completion of the rehearsal, students will have time to eat a meal paid for by the students in advance. If the meals were not purchased, students will need to provide food on their own (if applicable). ***Students will NOT be permitted to leave the campus on football game days for meals.*** Violation may result in students in discipline at the discretion of the directors.
 - Students will meet for inspection by section leaders. At this time, students must meet the following requirements:
 - Students will be expected to display all equipment related to the field production.
 - Students will be expected to display proper makeup/hair style.
 - Students will be expected to display water bottle with name.
 - Students will be expected to adhere to all uniform guidelines (See "Donning the Uniform," page 15)
 - Students who do not pass inspection will not be allowed to perform.
 - Students will be in full uniform.

- Immediately following inspection, students will be dismissed for load time on the bus. All guard members will travel on the same bus throughout the year. This will be the designated time at which all members should be on the appropriate bus with all equipment loaded (home/away). (All equipment will be checked by the section leaders)
- Upon arrival at the performance area, students will don all uniform components and prepare equipment for unloading.
- Students will unload buses when instructed to do so by a director or chaperone and must be in full uniform as designated by directors.
- At the conclusion of all performances, students will load buses quickly and efficiently.
- Upon return to the band hall, students will ensure that all personal items, uniform and instruments are placed in the proper storage areas. Once everything is put away, and then students may leave.
- The following procedures are football game specific:
 - Students will report to assigned seating area.
 - Students will always remain in their individual assigned seat during the game. All students must be sitting in an upright position during the entirety of the game as this is a performance aspect of the game.
 - Students will be expected to refrain from moving about freely during the game.
 - Water bottle refills will be provided by the band boosters. Students will refrain from accepting food or drinks from parents, relatives, or friends.
 - Restroom breaks will not be granted in the second quarter. The guard will report to a designated warmup area for the performance during the second quarter.
 - Non chaperone parents will not be allowed in the band setup at any time during the game.
 - Students will be expected to listen for and watch the directors and drum majors during the game at all time in order to be prepared to perform. All members must participate in any spirit dances/chants during the entire game.
 - Students will be expected to refrain from using their equipment on an individual basis.
 - Before halftime, the guard will be dismissed by the drum majors from the stands for the half-time performance. At this time, the guard must move quickly, quietly and efficiently to the appropriate area. Students will need to be focused on the directors and drum majors for instructions.
 - At the conclusion of the half-time performance, students must gather ALL equipment off the field and return to the stands in order to complete the remainder of the game's stand performance.
 - The guard will change out of their performance attire into their spirit wear during 3rd quarter in the restroom.

- All students will be an attentive and polite audience during another band's performance.
 - During the 3rd quarter, some seniors/officers/social officer will participate in the good sportsmanship procedures of the student leader introductions.
 - DO NOT VOLUNTEER FOR BLOOD DRIVE ON GAME DAYS OR DAY IMMEDIATELY BEFORE THE GAME!!!!
- The following procedures are pep-rally specific:
 - After being dismissed from class, students will immediately report to the band hall.
 - Students not in designated guard shirt will not be allowed to attend.
 - Students will gather all appropriate materials, tuck in their **spirit shirt** and report to pep rally formation.
 - Once in formation, we will move, quietly, from the band hall to the gymnasium.
 - While the directors want students to have a good time, we expect them to behave professionally in order to maximize our performance.

Auditions:

- The guard may be asked to re-auditioning at the directors discretion for students to enter our program or be reassigned according to ability. However, students maybe be moved at the discretion of the directors due to, but not limited to: conduct, work ethic, schedule changes, etc.

Part VI: Winter Guard Season

All students are required to fulfill the marching aspects of the band curriculum in the fall season. However, once marching season concludes, the focus of the Clear Falls Guard Program will be on our winter color guards. Each group is designed to give students a learning experience in music that is commensurate with their experience, musical proficiency and level of commitment. The following is winter season specific:

Classes

- **Varsity Guard**
 - Considered the top competing guard in the band program, Guard is open to all students who demonstrate the highest level of movement maturity, technical proficiency, as well as commitment to performances, conduct, rehearsals, and practice time.
 - Students are required to participate in all winter guard performances and rehearsals.
- **Junior Varsity (JV)**
 - Considered the second competing ensemble in our guard program. The JV Guard is comprised of students who demonstrate a movement maturity, technical proficiency and commitment to performances, rehearsals and practice time.
 - Students will seriously pursue efforts to improve as individuals.
 - Students are required to participate in all winter guard performances and rehearsals.
- **Both Guards**
 - This time of year, the color guard transitions into the winter guard. The winter guard will rehearse up to 8 hours a week and prepare for the Texas Color Guard Circuit State Competitions as well as Winter Guard International Competitions. ALL students are required to attend all rehearsals keeping with attendance guidelines outlined in Marching Season. (Rehearsal dates/times will depend on gym availability and may include Saturdays)
 - At times rehearsals may go as late as 8:30 pm depending on rehearsal space availability.
 - Students must be enrolled in the guard class. **Participation is a full semester requirement to get credit for the class, even for seniors.**
 - Auditions will be open to current guard/band members and outside/interested students at the end of the fall semester and the school year.

- Contest dates are not released until December/January and the contests will run in the months of January through the end of March/beginning of April. We ask that nothing is scheduled during those time to ensure every student's participation in every contest.

Rehearsal Schedule

- A monthly calendar will be handed out prior to the end of each month outlining each ensemble's rehearsal schedule.
- Beginning in the fall (at the conclusion of marching season) and continuing throughout the school year, students will be expected to attend a weekly after school rehearsal to develop fundamentals, technique, as well as prepare for the TCGC/WGI Winter Guard Competitions.
- Rehearsals specific for each guard and may begin at the conclusion of the marching band season at the director's discretion.
- Students will be expected to be punctual and prepared for each section rehearsal.

Attendance Guidelines

- Due to the participatory nature of guard, attendance is required for all rehearsals, full band and sectionals, and performances. The quality of the Clear Falls Knights Guard Program is directly proportional to consistent attendance. Absences hurt the individual student and the overall team goal. The following guidelines outline the attendance procedures and policies during concert season:
- **Tardiness**
 - Attendance will be taken promptly at the beginning of rehearsals.
 - Students not seated at the appropriate time will be marked tardy.
 - Tutorials, appointments etc. will not be an excuse for tardiness unless prior arrangements are made and approved.
 - Students who have more than one unexcused tardy will be expected make up missed time with a director later.
 - Excessive tardies may result in a student's placement in a lower concert ensemble.
- **Absences**
 - A tardy will be converted to an absence fifteen (15) minutes after the start of rehearsal.
 - *If a student is present at school during the day, they are expected to stay for all after-school rehearsals. If a student is absent from the entire school day, they will be considered excused from rehearsals.*
 - Most weeks, students will have only one after-school commitment during concert season. Therefore, students should schedule tutorials, appointments and routine professional visits on days they are not required to attend rehearsals.

- Please communicate schedules for other activities in order to maximize time and planning with both coaches/directors.
- With advance notice, absences may be excused at the discretion of the band directors. Tutorials, appointments, work, driver's ed., notes from parents etc. will not be an excuse for absence. Personal illness requiring medical attention, death in the family, or other serious problems will be considered as an excused absence. Students who are continually ill will need to provide a doctor's note releasing them from participation in order to ensure the wellbeing of the student and to reduce director concerns. If in doubt, an absence should be checked with a director.
- Students who have an unexcused absence will be expected to make up missed time with a director later for their grade on an assignment.
- Along with ability and attitude, the directors reserve the right to reassign students within each ensemble based on attendance.
- Students who have an unexcused absence from a performance may be considered for removal from the competing band class or from the band program.
- ***Students are to refrain from school sponsored blood drives on days of after school rehearsals and performances during both competitive seasons.***

Performance Expectations

- All performances and contests are viewed as major performances. Every aspect of each event, from arrival to departure, is considered part of the performance. Our performances include, but are not limited to, the Winter Concert, TCGC/WGI Contests, Parades and the Spring Concerts. Information for each performance will be disseminated to students via handouts. ***The use or possession of cell phones is prohibited during all performances.***
- Please note that all performances are the result of all the hard work done in the weeks/months of preparation and all students must be in attendance to ensure the highest level of performance quality. Therefore, student attendance is mandatory.
- Students will be expected to adhere to the following performance expectations:
 - Students will be required to attend the entirety of all performances in support of their fellow guard members unless otherwise state by a band director.
 - Students will arrive at the set report time. This will be the designated time at which all members should be at the high school or set location. Students should have all attire and necessary items for the designated performance prior to the report time.
 - Students will be expected to adhere to all uniform guidelines (See "Donning the Uniform," page 15)
 - Students will be responsible for and expected to make up all missed work in the event a performance causes a student to miss another class.
 - A concert concludes when the last group performs, the stage is cleared, and the directors have given permission for students to be dismissed.

- During performances, please adhere to the following concert etiquette guidelines:
 - Audience members will be expected to remain seated and quiet when the performance is in progress. If it is necessary to arrive late or leave before the concert is over, please do so between musical selections.
 - The appropriate way to show appreciation for the performance is through applause.
 - Parents will be expected to keep small children seated with them and not allow them to move around during the concert. If very young children become restless and disrupt others' ability to listen, we ask that you please take them from the performance area until they are quiet.
 - Please keep a careful eye on the conductor when the music stops to decide whether to applaud. Some musical works have extended endings, several parts or multiple movements and the audience will be expected to applaud only after all movements have been performed.
 - Please be sure that all cellular phones, pagers and any other electronic devices are turned off as they can disrupt a performance.

Spring Trip

- The spring trip is scheduled annually to give students an opportunity to perform their UIL concert music at a major national festival or in a professional setting. It is intended as a reward for a year of hard work in class, after-school rehearsals and sectionals.
- The quality of our performances is dependent upon participation by the entire membership of each concert ensemble. Attendance is critical for the success of each group.
- The directors work to keep the cost of our spring trip in a range that all students will hopefully be able to meet. Depending on where we travel will determine the final total cost, which will cover transportation, rooms, contest entry fees and other expenses.
- Due to the structure of the agreements made between the trip companies and their clients, any individuals that commit to the trip must pay for their spot entirely. The initial deposit will be for the travel fee and will be non-refundable as to not have other students having to pay for the difference in the event a student is unable to attend the trip.
- This year our band will be, tentatively, traveling to Orlando, Fl. for our spring trip, the cost per student will be approx. \$1,600 per student. There will be an education portion of the trip that may include a clinic, performance or workshop. This will be determined by the directors. Students must have paid for all their band fees before signing up for the Spring Trip.

Part VII: Grading Policies

As a member of the Clear Falls High School Guard Program students will regularly receive grades for having their required daily supplies/dressing out in class/participation/attendance (outlined in the sections regarding Marching Season and Winter Season) (20%), Individual playing assignments (20%), Major playing tests (20%) and Performance Rehearsals/Playing Tests, (30%), Sight-reading Assignments (5%), and a Writing Assignment (5%). Semester Exams (20% of Semester grade) will be earned at the Holiday concert (Fall) and the Spring Concert (Spring). Students must still be present for the school dates of final exams dates/times, unless exempt, to receive full credit for the course.

Below you will find the standards and expectations to which students will be held for their playing test and the grading rubrics that will be used to determine their score. This will be followed by a chart explaining how each grading rubric relates to the letter-grade a student will receive for their performance. The Performance score may be used for the purposes of audition, the letter grade will be used as a scoring for progress report/report card grades.

Part VIII: Eligibility

Please read the following rules and regulations regarding academic eligibility as it pertains to participation in the CFHS Band Program:

- Many activities associated with music education are designated by the state as extra-curricular including, but not limited to, football games, parades, pep rallies, UIL Marching Contest and all Winter Guard contests. These activities are therefore governed by the state laws regarding participation.
- The state law is such that a student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the nine-week grade reporting period in which the student received a grade lower than seventy (70) in any one class. However, the student may not be suspended from participation during the period in which school is recessed for the summer or spring break. Also, students are not suspended from regular practice or rehearsal of extra-curricular activities.
- Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he/she may regain eligibility by passing ALL courses in the progress reports of the affected grading period. Thus, he/she may regain eligibility at the conclusion of the following week of the grading period.
- A few music education activities are designated by the state as co-curricular. These activities are those which occur on campus and are a natural extension of the learning taken place in the classroom. An example of this type of activity is the public concerts, pre-uil, UIL Concert and Sight-reading, holiday concerts, and spring concerts which are held at Clear Falls High School. These activities are not governed by the state eligibility law.
- Because the marching season has many hours of preparation and affect so many of our students and resources, the Clear Falls Band will implement a weekly grade check policy during marching season. We will view the student's grades with them on Friday, game day. In the event, a student is ineligible they will receive a warning, parents will be notified, the student will be issued a Tutorial Verification Form, and will be required to report to a band director for after school study hall. The following week if the grade has not been fixed by the student, they may not be able to march at the game at the discretion of the directors in addition to being considered for removal from the competitive show to a JV spot. We understand there maybe grading errors by the teachers and the band staff will take these situations into account, but students and parents must be in communication with these teachers to ensure all are involved for updated grades. **Students must turn in all school/homework on time so teacher can grade in a timely manner***.
- In the event students are not present at school, they are allotted the number of days they missed for school to make up assignments. In addition, students are only allowed 2 school days to make up any late work. All assignments must be turned in by the late dates. The band directors will not count grades entered in passed the late due date as consideration to return to a passing grade.
- Students that are not eligible for the first 6 weeks grade check will lose their spot in the competitive marching show for the remainder of the 2022 season.

**The main goal for the Clear Falls High School Band/Guard is that all students are always eligible. However, there are certain courses deemed by CCISD that allow students to participate despite having a failing grade. These courses are considered "waivable courses". In order to obtain a waiver, a district waiver form must be completed and signed by the student, parent, teacher of failed class, and band directors. Under certain circumstances directors reserve the right to not sign the waiver at their discretion.

Part IX: Letter Jacket Requirements

You may qualify for a letter or jacket in the following way:

- o One Completed semester of Color Guard 5 points

20 Total Points = Awards Jacket

- Students must have 20 points to be considered and sized for Awards Jacket.
- Students that do not have enough awards points may not be sized for their awards jacket. These students will have to fulfill the 20-point requirement and wait to be sized until the next letter jacket sizing opportunity during the school year.

A student may receive only one major award for combined activities during his/her four years in high school and no more than one award per year for participation in the same organization.

* These points count only for students who have not received an award by their senior year. They may not be used to receive a second award letter.

A “CFHS Band/Color Guard Letter Jacket” must be approved by a director for point verification.

**A student who earns enough letter jacket points and misses the fitting during their time in band/guard may not receive a jacket in the event they do not continue in the program in following years.*

Part X: Band Social Events/Communication/Social Media/Booster Club

Social Events:

At various times during the year the band will have social events that are used to build the morale of our program and to allow the students a reward for their hard work. These activities are all regarded as school functions and proper conduct, dress code and rules will be followed by the students. Students may be required to gain parent signatures for the event, and students may be required to stay for the entire duration of the event; other circumstances will be communicated by the directors. At any time, guard students, and other persons, may not be allowed to attend any or all social events during the year at the discretion of the band directors. This may also include any special privileges that are attributed to the event at hand. Social events include lock-ins, band/guard social events, band banquet, etc.

Calendars:

It is the directors' desires to keep the students informed of all events that the guard are responsible for attending in a timely manner. The student's will be given a yearly calendar that has all MAJOR performances as well as some rehearsals for the school year. In addition to the yearly calendar, the students are given a monthly calendar to remind them of dates from the yearly calendar as well as detailed listing of rehearsal times and locations. Please note that there may be slight changes to the dates, times or locations on occasion. When this happens, the directors will attempt to notify students during class time and notify parents via mass district call outs or mass parent emails. It is, ultimately, the student's responsibility to communicate all band events to parents/guardians once informed by the directors. The 2022-2023 yearly events calendar may be found on pg. 36.

CutTime (formerly Charms):

The Clear Falls Band/Guard program utilizes an online system called "Charms" as another way to keep accurate records for student information and to send out mass communication to parents. We ask that parents enroll in the charms program with current phone/email credentials so that we may send out any and all information to all at one time.

Websites:

The Knights Band/Guard will also post information, calendars, forms, paperwork, materials, handouts, etc. on the Clear Falls Band Booster and Clear Falls Band websites.

The websites are:

www.clearfallsband.org

or

www.clearfalls.ccisd.net/knight_life/fine_arts/band

Social Media:

The Clear Falls High School Guard utilizes social media to keep parents, students, and the general public informed about upcoming events and special recognitions for our students.

While there are pages that have “chatting” ability, we ask that all please adhere to the following regarding pages related to the Clear Falls Knights Guard:

- Please refrain from using foul language.
- Please be respectful.
- Please be mindful of other people and their feelings.
- Please do not post negative things about other people- if you have a problem with someone in guard or directors, please do not make a post about them, but rather, work out any problems in person.
- Please keep posts appropriate and guard/ guard member oriented...no kahoot codes.
- If you do not like a post or comment, please bring it to a director/page admin.
- Directors will be the administrators over the twitter account and band student facebook page.
- Lastly, have fun. Go Knights!

Clear Falls Band Booster Organization:

Clear Falls High School Band Boosters, Inc. is a non-profit organization providing support for the Knights Band and Color Guard through volunteer service and financial assistance. To achieve this goal, it takes many dedicated volunteers all working together as a team throughout the year. The help of each band and color guard member’s family is needed to provide the necessary support for a successful band program. Financial assistance is needed to cover items not typically included in the Clear Creek ISD budget or the Band Activity Account. Each year (usually in May), the Booster Membership approves a budget which helps support the band many areas.

The Knights Band Booster Club
Our Mission, Our Vision, Our Values

Mission: To provide the resources and support that allows the Clear Falls High School Band and Color Guard students and Directors to achieve their objective to “Achieve Excellence”.

Vision: We will share more of our students’ lives. We will be the most respected Band Booster Club in the nation and a credit to our community and to CCISD. Other clubs and organizations will seek to emulate the model we create.

Values:

- | | |
|---------------------------|--|
| 1. Caring | It’s all about the kids! |
| 2. Teamwork | Working together; inclusive of ALL volunteers |
| 3. Can do attitude | No task is too big or complex |
| 4. Apolitical | Unobtrusive background player |
| 5. Community | Provide environment where students realize their potential;
Assist other CCISD booster clubs to be successful |

Clear Falls High School Guard

Important Dates/Performance Calendar 2022-2023

- July 18th - 22nd - Summer Percussion Camp/Guard Camp Times: TBD
- July 23rd - Equipment Day! (Seniors 9-10 am, Juniors 10-11 am, Sophomores 11-noon, 9th grade noon-1pm)/ Leadership Training 9am-4pm
- July 25th - August 4th - All Day Summer Band Camp 7:00-11:30 am, 12:30-6:30 pm
- August 9th - 12th - Summer Band Evening Rehearsals 4:00 pm - 8 pm
- August 12th - Parent Showcase @ CFHS Practice Lot/CFHS Auditorium (rain) 7 pm
- September 24th - Friendswood Marching Festival @ Henry Winston Stadium, Times: TBA
- October 1st - Bands of America Contest @ Woodforest Stadium Conroe
- October 8th - Galena Park Marching Festival @ Galena Park ISD Stadium
- October 15th - UIL Marching Contest @ Challenger Columbia Stadium (one show only)
- October 22nd - Gulf Coast Marching Contest
- October 29th - Area Marching Contest
- November 7th, 8th - UIL State Marching Contest
- November 29th - CFHS Winter Concert 6:30 PM in Auditorium (Final Exam)
- January-Beginning of April- Contest dates/times TBD
- March 30th- Drum Major Auditions
- May 8th - CFHS Spring Concert @ CFHS 7 pm
- May 11th - Guard Spring Exhibition! @ CFHS Gymnasium (Final Exam)
- May 6th - Band Banquet, 7:00 PM @ TBD (Tentative)

2022-2023 TENTATIVE Dates:

- July 17th-21st- Knights Guard Camp (All Day)
- July 24th- August 3rd- All Day Summer Band Camp!! (physicals)

(Once the District Calendar is released, we will set the options accordingly)

***** dates are subject to change*****

Handbook Signature Form:

Click Link to sign electronically

<https://forms.gle/7CJirsdGFb79tNWS7>

I have received, reviewed and understand the rules, regulations, guidelines, *events calendar for the year* and procedures governing my/my student's participation in the Clear Falls High School Guard provided in the 2022/2023 handbook. Realizing that my best performance and contribution to my school and my band will result from my following the policies, I hereby accept my personal responsibility to the Clear Falls High School Band Program and further will abide by the policies set forth. I also understand by not signing the handbook I am denying any and all participation and enrollment with the Clear Falls High School Guard Program. (electronic signatures click link above)

Student Name: _____

(print)

Student Signature: _____

Date: _____

Grade: _____

I have also reviewed the grading policies for the class, reviewed dates for January-March Competition season, and the required summer camp dates for the 2023-2024 school year and will attempt to will do all possible for my student's attendance at the entire camp if my student continues in the guard program. I also understand that lack of attendance at these events could hinder my student's ability to perform with the guard for future participation.

Parent Signature: _____